

Referral for eligibility procedure

1. Any person can complete a referral and provide the required information, but a parent or guardian must sign consent for Illinois DeafBlind Project to process the referral.
2. There are two options to complete the referral: hardcopy print, or Adobe fillable. Adobe fillable requires the family's email address.
3. For Hardcopy print, the referrer copies the form (either electronically or hardcopy) in English or Spanish.
4. The referrer adds all information to the form and obtains the family's consent signature.
5. Then referrer returns the form by postal mail, email, or fax as instructed on the referral form.
6. For Adobe fillable, the person making the referral fills out all required fields (sections in red) and as many additional fields as possible. The parent/guardian email address is required. The parent does not need to sign the form.
7. The referrer returns the form by postal mail, email, or fax as instructed on the referral form. AN ELECTRONIC COPY IS PREFERRED. Communication with the parent to expect and Adobe sign document is appreciated.
8. Once received, the project coordinator will create a signable form. It is sent via Adobe sign to the family's email.
9. The family will receive the Adobe sign document for review and can sign and submit the document via Adobe sign or contact the project coordinator for clarification.
10. Illinois DeafBlind Project requests vision and hearing reports for all referrals for eligibility. They can be sent separately.
11. If you have questions, contact any Illinois DeafBlind Project staff member.

Request for technical assistance procedure

1. Any person can complete a request and provide the required information, but a parent or guardian must sign requests for Illinois DeafBlind Project to begin technical assistance.
2. There are two options to complete the request: hardcopy print, or Adobe fillable. Adobe fillable requires the family's email address.
3. For Hardcopy print, the referrer copies the form (either electronically or hardcopy) in English or Spanish.
4. The referrer adds all information to the form and obtains the family's consent signature.
5. Then referrer returns the form by postal mail, email, or fax as instructed on the referral form.
6. For Adobe fillable, the person making the request fills out all required fields (sections in red) and as many additional fields as possible. The parent/guardian email address is required. The parent does not need to sign the form.
7. The referrer returns the form by postal mail, email, or fax as instructed on the request form. AN ELECTRONIC COPY IS PREFERRED. Communication with the parent to expect and Adobe sign document is appreciated.
8. Once the form is received, the project coordinator will create a signable form. It is sent via Adobe sign to the family's email.
9. The family will receive the Adobe sign document for review and can sign and submit the document via Adobe sign or contact the project coordinator for clarification.
10. Illinois DeafBlind Project request the IEP/IFSP, and other documents related to the technical assistance topic for all requests for technical assistance. They can be sent separately.
11. If you have questions, contact any Illinois DeafBlind Project staff member.